

## THE POSITION

The City of Stockton is seeking an individual with outstanding customer service skills to perform professional-level work related to the appraisal, acquisition, management, transfer, sale, and disposal of public agency real property and to provide relocation assistance to displaced tenants and owners of residential and business properties. Excellent written and oral communication skills are a must. This is a deep class in which the incumbent may be assigned to any of the three levels, depending upon qualifications.

## THE IDEAL CANDIDATE

**Real Property Agent I** requires equivalent to graduation from a four-year college or university with major course work in real estate, business, public administration, or a closely-related field. Additional professional-level real property experience may be substituted for the education on a year-for-year basis to a maximum of two years.

**Real Property Agent II**, in addition to the above, requires two years of professional real estate experience at a level equivalent to the City's Real Property Agent I.

**Senior Real Property Agent**, in addition to the above, requires three years of professional real estate experience at a level equivalent to the City's Real Property Agent II.

Knowledge in the following areas is essential:

- Principles and practices of real property acquisition, disposal, and management;
- Federal and state relocation and real property acquisition guidelines;
- Principles and practices of right-of-way and condemnation;
- Agencies regulating ownership and control of real property;
- Real estate law and land ownership transaction procedures and instruments;
- Methods of obtaining fair market value appraisals;
- Economic and environmental factors influencing real property values;
- Social service agency eligibility requirements for redevelopment program participants.

Skills vital to the work include:

- Preparing and reviewing complex legal descriptions of property, appraisals, agreements, contracts, and other property-related documents;
- Negotiating favorable real estate contract terms and conditions;
- Evaluating relocation needs of displaced tenants or property owners; researching available replacement housing and making effective placement of these parties;
- Collecting and analyzing comparable market, income, and building data for appraisals;
- Planning, assigning, directing, and reviewing the work of assigned staff and training staff in work procedures;

- Analyzing, interpreting, explaining, and applying complex technical policies, procedures, codes, statutes, descriptions, and documents;
- Making sound and independent decisions within established guidelines;
- Directing the maintenance of organized and accurate records;
- Preparing clear, concise, and complete reports, contracts, and written correspondence.

## HOW TO APPLY

Contact the City of Stockton Human Resources Department  
22 East Weber Avenue, Suite #150, Stockton, CA 95202  
(209) 937-8233/Job Hotline (209) 937-8523/TDD (209) 937-8101  
Download application materials at [www.stocktongov.com](http://www.stocktongov.com)



***FINAL FILING DATE: Friday, April 2, 2004 at 5:00 p.m.***

All application materials must be completed fully and submitted on official City of Stockton forms and be received in the Human Resources Department by 5:00 p.m. on the final filing date. It is the applicant's responsibility to allow adequate mail or delivery time. Applications received after the final filing date will not be accepted. Postmarks, facsimiles, or photocopies of the City's application form will not be accepted. Résumés are encouraged but will not be accepted in lieu of the original application. Incomplete applications will be rejected and cannot be revised after the final filing date.

## THE SELECTION PROCESS

Those qualified candidates whose education and experience best meet the needs of the City of Stockton will be invited to a structured oral examination, which may include a written component, and then placed at the Real Property Agent I, II, or Senior level depending upon qualifications. However, the City reserves the right to utilize alternative testing methods if deemed necessary. Candidates must receive a minimum passing score of 70%, as determined by the relative performance of all candidates, in all portions of the examination. In the event of identical ratings, candidates' names will be arranged in order of application date/time, and, if the same, then arranged alphabetically.

**Immigration Reform Act:** United States citizenship or authorization to work in the United States is a requirement of employment. Documentation must be presented at time of hire.

**Medical Examination:** A medical examination, including a drug screen, is required for all positions prior to appointment.

**ADA Testing Accommodations:** Candidates with a disability who may require special assistance in any phase of the application or testing process, should advise the Human Resources Department upon submittal of the application. Documentation of the need for accommodation **MUST** accompany the request and application. The request form is available in the Human Resources Department.

## THE COMPENSATION PACKAGE

The compensation package for this career opportunity is truly exceptional. Candidates should consider the overall package, including salary and benefits:

**The City of Stockton also pays all costs for the following benefits:**

**Public Employees' Retirement System (2% at Age 55):** The City contributes the employer and full employee share to the retirement plan. Because the City does not participate in the Social Security System, this adds a commensurate amount to the employee's immediate take-home pay.

**457 Deferred Compensation Plan:** Voluntary employee contribution to the maximum allowed.

**Medical/Dental/Vision Plan Benefits:** The City provides coverage, at no cost to the employee, for employee and eligible dependents, including orthodontic and prescription coverage.

**Long-Term Disability Insurance Coverage:** City-paid income protection plan, which provides disability income of 66-2/3% of salary payable to age 65.

**Life Insurance:** City-paid life insurance is provided with coverage equal to one and one-half times annual salary.

**Vacation:** Ten days per year up to eighteen months of service; then fifteen days per year and progresses based on length of service.

**Sick Leave:** Fifteen days of sick leave can be earned per year with unlimited accumulation. Upon retirement, payment for 50% of unused sick leave is paid to the employee; the remaining 50% is used toward credit for Public Employees' Retirement System service time.

**Holidays:** Fourteen paid holidays, including employee's birthday.

**Educational Incentive Pay:** Depending upon accreditation status, after twelve months of continuous service, employee receives three percent of top salary step for education degree above and beyond that required for the position.

**Retiree Medical Plan:** For employee and one dependent for fifteen years or to age 65, whichever occurs first. At age 65, a Medicare Supplemental Plan is provided.

**Longevity Pay:** Beginning January, 2002, 2-1/2% of top salary step after twelve years of continuous employment.

**NOTE:** Employee benefits stated herein are subject to change through the collective bargaining process.

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***Invites applications for  
REAL PROPERTY AGENT I/II/SENIOR  
\$39,504 - \$65,184 annually depending upon qualifications  
Salary adjustments each year through 2008 will equal 80% of the Consumer  
Price Index (minimum of 2.5% and maximum of 6%).***

***Veteran's Preference points will be awarded to the Level I position only.  
(DD-214 member 4 copy must be submitted at time of application)***



**Final Filing Date: Friday, April 2, 2004**

***The City of Stockton is an Equal Opportunity Employer***

City of Stockton  
Supplemental Questionnaire for:

☐ Real Property Agent I      ☐ Real Property Agent II      ☐ Senior Real Property Agent

Please mark the level for which you are applying

**Name:**

**Instructions to Candidates:**

***Please be sure to answer all questions on this supplemental questionnaire completely. Do not substitute your resume as an answer to any of these questions. Describe specific, relevant examples from your background, keeping in mind that composition and clarity of expression will also be considered in evaluating your qualifications. CANDIDATES WHO FAIL TO SUBMIT THIS SUPPLEMENTAL QUESTIONNAIRE WILL BE ELIMINATED FROM THE EXAMINATION PROCESS.***

***The purpose of this Supplemental Questionnaire is to obtain enough job-related information to enable us to select those candidates whose qualifications most closely fit the present needs of the City of Stockton. Individuals will be placed in the Real Property Agent level appropriate for their education and experience, and will be invited to continue in the examination process. Appointment to the current vacancy may be at any level, depending upon the needs of the department.***

***Please limit your responses to questions 1 – 6 to three (3) typewritten pages. ADDITIONAL PAGES WILL NOT BE CONSIDERED. Please only include the last four (4) digits of your social security number and position applied for on each page of your response.***

***I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.***

***This position requires equivalent to a bachelor's degree with major course work in real estate, business or public administration or a closely related field. Do you meet this requirement? (Check below)***

***Yes \_\_\_\_\_ No \_\_\_\_\_ Name of college or university attended \_\_\_\_\_***

***Major \_\_\_\_\_***

**PLEASE NOTE: PROOF OF EDUCATIONAL LEVEL ACHIEVED (COPY OF DIPLOMA(S) OR TRANSCRIPT(S) MAY BE REQUESTED DURING THE HIRING PROCESS, BUT IS NOT REQUIRED WITH THE APPLICATION.)**

***Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_***

- 1. List the major course work you have completed related to real estate.***
- 2. Professional-level experience as a right-of-way agent or real property agent for a public agency, or in a closely related area, may be substituted for the educational requirement on a year-for-year basis to a maximum of two years. If you are requesting this substitution, state the name of the agency where you worked, the dates you worked there, your title, and the title of the person to whom you reported. Also, give a brief summary of your responsibilities. (If you are not requesting consideration of experience in lieu of education, you do not need to respond to this question.)***
- 3. Describe your experience in performing and reviewing real property appraisals.***
- 4. Describe your experience negotiating real property rights with businesses and private parties related to:***
  - a) Leases***
  - b) Relocations***
  - c) Purchases***
- 5. Describe your experience processing abandonment and dedication of public rights-of-way.***
- 6. Describe your experience related to the use of eminent domain for public agency acquisitions.***



EQUAL OPPORTUNITY EMPLOYER

CITY OF STOCKTON  
HUMAN RESOURCES DEPARTMENT  
22 E. WEBER AVE., SUITE 150  
STOCKTON, CA 95202

OFFICE USE ONLY

Analyst  
Date

☐ Accepted

Ineligible because of:

☐ Education☐ Lic./Cert.

☐ Experience☐ Other

1. POSITION APPLYING FOR:Real Property Agent IReal Property Agent IISenior Real Property Agent

2. NAME:

3. ADDRESS:  
  
CITY/STATE/ZIP:

4. TELEPHONE NUMBER: ( )

5. SOCIAL SECURITY #:

6. DRIVER'S LICENSE #:

7. VETERAN'S PREFERENCE: YesNo  
If yes, attach copy of DD-214 or DDN-214

8. CERTIFICATES: (If required, attach)  
TYPING NET WPM:  
STENOGRAPHIC NET WPM:  
OTHER:

9. **EXPERIENCE RECORD:** List most recent experience first, including paid and voluntary experience, that you feel qualifies you for this job. THIS SECTION MUST BE COMPLETED. A resume may be attached for supplemental information only. DO NOT INDICATE "REFER TO RESUME."

FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
			JOB DUTIES:		
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
			JOB DUTIES:		
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
			JOB DUTIES:		
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
			JOB DUTIES:		
REASON FOR LEAVING:					

10: **EDUCATION AND TRAINING:**

Circle Highest Grade Completed	8	9	10	11	12	G.E.D.	COLLEGE	1	2	3	4	Grad Studies?	Yes	No
Colleges or Universities Attended			Location	From	To	Units Completed	Major	Degree						

11. <b>CONVICTION:</b> Have you ever been convicted of a criminal violation of the law? You may exclude traffic-related infractions. <b>Note:</b> A "yes" answer will not automatically disqualify you from employment. Also, to the extent consistent with California law, a fingerprint check may be used to verify such information. YesNo	CONVICTION DATES & NATURE: (Attach a separate sheet, if needed.)
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**CERTIFICATION OF APPLICANT:** I hereby certify that all information that I have provided in connection with my application for employment with the City of Stockton is true and acknowledge that any misstatements made in my application or during any portion of the application process may result in my being disqualified from consideration or terminated from employment with the City of Stockton.

SIGNATURE:

DATE:

Please provide the following information. It is being requested for statistical purposes only. Should you choose to provide the information, it will be detached from your application immediately upon receipt and will not be used in evaluating your qualifications for employment or for any other purpose proscribed by article 1, section 31, of the California Constitution.

ETHNIC ORIGIN – Please check only one.

- ☐ White – Caucasian, Anglo Saxon
- ☐ Black – All persons having origins in any of the Black racial groups
- ☐ Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race
- ☐ American Indian/Alaskan Native – All persons having origins in any of the original peoples of North America
- ☐ Chinese
- ☐ Japanese
- ☐ Filipino
- ☐ Other Pacific Islander
- ☐ Other

SEX

- ☐ Male
- ☐ Female

AGE GROUP

- ☐ Under 21
- ☐ 21-29
- ☐ 30-39
- ☐ 40-49
- ☐ 50-59
- ☐ 60 or Older

Title of Position Applying for

How did you hear about the position?

